

From: Bell, Jennifer C. DPI
Sent: Tuesday, March 14, 2017 2:26 PM
To: ACT list
Subject: Statewide ACT and Aspire Biweekly Updates

Dear educators,

We expect the Aspire portal to be ready for test coordinators to begin working on the assessment preparation tasks tomorrow, Wednesday March 15. Please read below for more details about these tasks. **We will communicate an update on the status of the Aspire student data upload tomorrow in the DAC Digest.** Since the Aspire data upload happened later this year, test preparation tasks are more compressed. Rather than a biweekly email, we will send the ACT email each week through the lead-up to Aspire testing.

ACT and WorkKeys Test Dates

ACT and WorkKeys accommodations testing comes to a close this week. The final day for ACT accommodations testing is today, March 14 and for WorkKeys, tomorrow, March 15. Make up testing for ACT and WorkKeys will be March 21 and 22. You can continue to order make up materials until Wednesday, March 15.

ACT and WorkKeys Materials Pick Up Dates

FedEx is scheduled to pick up accommodations materials on March 16 and make up test materials on March 23.

Aspire Student Data – make updates by March 24 deadline

DPI staff uploaded 9th and 10th grade student data to the Aspire portal. School and district staff should review and edit 9th and 10th grade student data in the Aspire portal during the March 14-24 window. To view student in the portal, select the “Students” tab and then select “Find Students” from the dropdown. Filter by grade level to see the number of students in each grade. Student data is visible only for staff with the Test Coordinator or Administrator role in the portal. Staff with Educator role cannot access student data unless they have students assigned to them. DACs can update the permission status of portal users. Instructions can be found in the [Aspire Portal User Guide](#).

Resources: [Aspire Portal User Guide](#) p.38 for instructions on adding and deleting students. See page 40 for instructions on transferring students. See Summative Recorded Webinar Training Module *Manually Entering and Updating Student Data* at <https://actaspire.tms.pearson.com/>

Aspire Personal Needs Profiles (PNPs) – enter by March 24 deadline

All student accommodations information needs to be added into the Personal Needs Profiles in the Aspire portal and does not require ACT approval. PNPs entered last year should remain in the system and should not need to be entered again. If a student requires a paper accommodations, enter the PNP and then create a paper test session for that student.

Resources: See [Aspire Portal User Guide](#) p.51 for instructions. See Summative Recorded Webinar Training Module *Updating Personal Needs Profile for Accessibility Features* at <https://actaspire.tms.pearson.com/>

Aspire Paper Test Sessions – set up by March 24 deadline

Test coordinators create paper test sessions only for students using Braille, large print, or ASL. Once a paper test session is created, the paper materials orders will be automatically sent to DPI for approval through the portal.

Resources: See [Aspire Portal User Guide](#) p.93 for instructions.

Aspire Infrastructure Trial – optional technology practice environment

- This week, Aspire portal users will receive an email invitation from ACT Aspire to access the Infrastructure Trial tenant.
- An Infrastructure Trial is a sandbox environment of a computer-based assessment that allows schools and districts to practice using the Portal without affecting live student data. **It does not use real student information.**
- This is a practice area of the portal –a dry run for final confirmation that:
 - TestNav is configured correctly
 - Devices can successfully run TestNav
 - Network will bear the full load
 - Participating staff know what to do for computer-based assessment
- An Infrastructure Trial provides an opportunity to review your device, network, and staff readiness.
- During the infrastructure trial, you can perform all setup and readiness tasks and deliver an example test that mirrors a live testing event, but without using live student data.

Related resources and trainings:

1. [ACT Aspire Infrastructure Trial Guide](#)
2. Recorded webinar, *Infrastructure Trial Overview*.

To access the recorded webinar, go to <https://actaspire.tms.pearson.com/> then enter your email address and then click on “Pre-test Tech Readiness” in the Categories column on the left hand side. Then choose the webinar for infrastructure trial overview.

How to switch from the live, testing tenant to the Infrastructure Trial tenant:

1. Please take note that you will start off in the “Wisconsin” tenant, which is denoted by the “House” icon and the Wisconsin name of tenant in the upper right hand corner of the screen.
2. Click on the “Edit User Profile” link in the upper right hand corner.

The screenshot shows the ACT Aspire user interface. At the top, the 'ACT Aspire' logo is on the left, and a 'Wisconsin' tenant indicator with a house icon is on the right. Below the logo is a navigation bar with links: Dashboard, Summative Tests, Interim Tests, Classroom Tests, Students, Organizations, and Help. The main content area is titled 'MY PROFILE' and 'ORGANIZATION: WISCONSIN'. On the left, under 'Profile Details', is a 'Basic Information' section with fields for Name, Email, Mobile Number, Member Since, Last Signed In, Organizations, and Current Tenant. The 'Current Tenant' dropdown menu is highlighted with a red box and shows 'Infrastructure Trial_WI' selected. To the right of the dropdown are 'Apply' and 'Cancel' buttons. On the far right, there is a 'Quick Guide' section with instructions on how to edit basic information and a note about the 'Switch Tenant' link.

3. Change the “Current Tenant” (which should start as “Wisconsin”) by clicking the drop down arrow and typing in “Infrastructure Trial_WI”. Click on “Apply” for changes to take effect
4. Take note that the new tenant / environment will be denoted by “Infrastructure Trial_WI” next to the Home icon in the upper right hand corner of the screen.
5. Switch back to the Wisconsin tenant for editing actual student data, PNPs, and setting up online test sessions. To switch to the “Wisconsin” tenant that will be used for Aspire testing, complete steps 1-4 but choose “Wisconsin” as the new tenant to enter.

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.

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